



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## Cultural Services Volunteer Position Description

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**POSITION TITLE:** Culture Days Volunteer

**PROGRAM:** Culture Days (Cultural Services)

**POSITION PURPOSE:** [Culture Days](#) is an annual 3-day celebration of arts and culture that requires volunteer assistance to execute a successful event. Volunteers enhance the public's experience by providing directions and general information, answering inquiries about the event or assisting visitors in participating in an activity. Volunteers will have the opportunity to choose their shift(s) and role(s) (based on availability).

**REPORTING TO:** Cultural Services Staff and/or Volunteer Leader.

**TIME COMMITMENT:** Various shift times available (plus a 2 hour training session).

**JOB DURATION:** Mid-September: 2 hour training (multiple options to choose from)  
At least **one** shift:  
- September 17 & 19, 2020: Event Promotion at Farmers' Market  
- September 25, 26 & 27, 2020: Culture Days Event Weekend

**LOCATION:** Various locations across Halton Hills. The highest concentration of volunteer roles will take place at the Library & Cultural Centre and downtown Georgetown

**POSITION DUTIES/RESPONSIBILITIES:**

- Attend one 2-hour training prior to event and read event materials provided.
- Arrive on time to all scheduled shifts.
- Sign in and out at the start and end of your shift.
- Follow all Town of Halton Hills policies, procedures and emergency protocols.
- Be a positive, active, healthy role model to others.
- Act in a professional manner.
- Wear Town-issued t-shirt and lanyard.
- Provide high quality customer service to the public; this role requires an interest and ability to approach members of the public and engage in conversation.
- Assist with set-up and clean-up of event (if required).
- Assist with distribution of marketing materials
- Some volunteers may be required to support or facilitate an art or cultural activity

- Problem solve as required.
- Seek staff assistance/direction when needed.

**QUALIFICATIONS & SKILLS:**

- Completion of 2-hour training prior to event.
- Age 14 years or older.
- Good observational skills.
- Good verbal communication skills.
- Comfortable speaking to members of the general public.

**BOUNDARIES/LIMITATIONS:**

- Volunteers are not covered by WSIB and are not eligible for compensation related to injuries incurred while volunteering.

**VOLUNTEER BENEFITS:**

- Volunteer will receive a reference letter confirming their participation in the program.
- Documentation of volunteer hours will be provided if required.
- Volunteers will gain experience with the community and gain knowledge of the arts and culture opportunities available.
- Meet new people, develop new relationships and engage with the community to make a positive difference for all.

**ORIENTATION/TRAINING:**

- Must complete training prior to starting as a volunteer.
- The volunteer will independently review the volunteer training package.

**SUPERVISION & SUPPORT:**

The volunteer will directly report to Cultural Services Staff and/or Volunteer Leader. The volunteer's supervisor will be identified during the volunteer orientation and volunteers should approach their supervisor with any questions or concerns they might have.

**VOLUNTEER EVALUATION:**

Feedback on volunteers will be provided by the Cultural Services Staff and/or Volunteer Leader to the Town's volunteer coordinator.

**RISK LEVEL:**

Low risk level – volunteer performs work under the supervision of the Cultural Services Staff and/or Volunteer Leader. Some roles require lifting for event set up and tear down.

**SCREENING:**

- Application Form
- Interview
- Signed Agreement Form

- Training

Day	Date	Event/Activity	Location	Activity Time	Volunteer Hours
TBD	TBD	TRAINING SESSIONS (Attend 1 of 2)	The Library & Cultural Centre – Georgetown	2 hours	2 hours
Thurs, Sat	Sept 17 & 19	Shifts available: Event Promotion	Acton & Georgetown Farmers' Markets	TBD	TBD
Fri, Sat, Sun	Sept 25, 26 & 27, 2020	Shifts available: Culture Days Weekend	Various locations across Halton Hills	Various shift times	Various

\*For more information about Culture Days volunteer opportunities and trainings, please contact Amy Liddell, Cultural Services Assistant at [aliddell@haltonhills.ca](mailto:aliddell@haltonhills.ca).